



Project and Communication Manager

Urgenci is the international network for Community-Supported Agriculture. These include the French AMAP (Associations pour le maintien d'une agriculture paysanne), the American CSA and the Japanese Teikei and local and solidarity based partnerships between producers and consumers in many other countries of the world. Those involved in this movement aim to strengthen the position of peasant agriculture and family farming through the support of committed communities and to play its role in scaling out/disseminating agroecology at global level.

The multiplication of projects and the growth of activities, has led to Urgenci recruiting a Project and Communication Manager.

MISSION

During her/his 6-month mission, the Project and Communication Manager will be responsible for:

- a. **Managing and reporting on ongoing projects and making new project submissions.** The majority of this work concerns on-going and future European projects. Other projects are related to the Mediterranean network and to other regions of the world, in the context of a Memorandum of Understanding with the FAO;
- b. **Facilitating both internal and external communication;**
- c. Designing and coordinating **mobilisation campaigns based on the Action Plan** adopted during the network's General Assembly.

ACTIVITIES

- a. The Project and Communication Manager will be in charge of **managing the ongoing European projects**. Tasks include: activity planning, coordinating and mobilizing partners, organizing dissemination and both financial and activity reporting;
- b. Another activity for the Manager will be to implement a **fundraising strategy** working closely with the President, the General Secretary, and the Treasurer;
- c. The Project and Communication Manager will be responsible for **updating and editing both internal communication tools** (OwnCloud, e-lists), **and external communication tools**, in particular the websites (the main website and the blog). She/he will also assist the General Secretary in producing Teikei, the network's newsletter, and other documents;
- d. The Manager will assist the network and its members in their **relationship with institutional partners**, and will help them to define their aims and strategic planning;
- e. She/he will organise **organize and facilitate regular meetings** with project participants both virtual and face-to-face;
- f. The Manager will be in charge of **facilitating events** organized by the Network.

EXPERIENCE

As she/he will be working in a small team, the Manager should be independent and dedicated to the network's project. The ideal candidate should also have the following abilities:

- A **working knowledge of the AMAP/CSA/Teikei concepts** and of the issues surrounding sustainable local food systems, food sovereignty, agroecology and solidarity economy;
- Share the values of **small-scale organic farming, agroecology, solidarity and fair economy/trade**, environmental protection and social and sustainable development.
- Proven ability of working with **social movement**-led projects and the

capacity to promote their activities. Significant experience in project management;

- Personal involvement with a CSA partnership is a key asset.

TECHNICAL SKILLS:

The appropriate candidate will be a **native English speaker**, and fluent in one or more foreign languages, including French. She/he should also be able to hold an in-depth conversation in at least one other foreign language (preferably Spanish, Arabic, Japanese, German, Portuguese...);

Computer skills : competent user of Word, Excel, Photoshop, Acrobat, OwnCloud, and various backoffice systems to update our website.

CONDITIONS:

The Project and Communication Manager will report to the **International Committee** (IC), composed of elected board members from 4 continents; the IC is the network's decision-making body;

She/he will work in tandem under the responsibility of the **General Secretary**, a permanent staff member who is in charge of the executive management of the network;

6 months temporary contract with the common goal to consolidate the position and ensure long term perspectives;

Salary (based on 1-3 years professional experience): around 1800 euros gross salary per month for 30 hours/week.

Start date: **as soon as possible and no later than 3rd of Sept.;**

Place of work: Urgenci headquarters are situated in Caen, France, but teleworking is possible. This post involves frequent trips abroad, mainly within Europe;

If you feel you could play a major role in Urgenci in the future, please send your CV and a letter of motivation before the 28th of May 2018.

Contact details: 33 (0)6 84 68 52 82, contact@urgenci.net, <https://urgenci.net>